

Defective Merchandise Credit Request

Go to the TAP website at <https://tap.dor.mt.gov/> /#1

You must be registered before trying to Login.

Type "Username" and "Password"

"Click "Login"

Taxpayer Access Point Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

LOGIN [Forgot my Password](#)

Username

Password

Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Click “Account ID”

The screenshot shows the Montana Department of Revenue Taxpayer Access Point. The header includes the Montana State Seal and the text "Taxpayer Access Point" and "Montana Department of Revenue". The main content area is divided into a left sidebar and a main panel. The sidebar contains a "Menu" with links to Home, Back, and Help, and a "TAS" section with "RunDate: 10-Feb-2014" and "Last Request: 164ms". The main panel displays the taxpayer information for "BELGRADE LIQUOR STORE, INC." and includes sections for "NAMES AND ADDRESSES" and "ACCOUNTS". The "ACCOUNTS" section shows a table of accounts with columns for Account ID, Account Type, Name, Frequency, Address, and Balance. A red arrow points to the "Account ID" column header.

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 10-Feb-2014
Last Request: 164ms

View My Profile
Add Access to Another Account

BELGRADE LIQUOR STORE, INC.

Montana Tax Number
Balance

NAMES AND ADDRESSES

Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ LETTERS²²⁸

MY ACCOUNTS¹

MY ACCOUNTS Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
110	Account Str		Weekly Mail		

This takes you to the “Processes and Pending Customers Orders” screen. Click “Submit Credit for DEF”

The screenshot shows the "Processed and Pending Customer Orders" screen. The left sidebar contains a "Menu" with links to Home, Back, and Help, and a "TAS" section with "RunDate: 04-Feb-2014" and "Last Request: 65ms". The main panel displays a table of orders with columns for Invoice #, Order Detail, Filing Period, Closed, Status, Posted Price, Agent Price, Invoice/Coupon, Order Adjustments, and Order Confirmation. A red arrow points to the "Submit Credit for DEF" link in the sidebar.

Menu Log Off

Home
Back
Help

TAS Toggle Log

RunDate: 04-Feb-2014
Last Request: 65ms

View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment

Account ID:


Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
213562	Change Order	05-Feb-2014	31-Jan-9999	NEW					
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213394	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213265	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213257	Order Details	05-Jan-2014	05-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213153	Order Details	05-Jan-2014	05-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213156	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213091	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213083	Order Details	18-Dec-2013	23-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213061	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212690	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212694	Order Details	18-Dec-2013	19-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212681	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212761	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212667	Order Details	04-Dec-2013	04-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212665	Order Details	27-Nov-2013	27-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation
212487	Order Details	20-Nov-2013	20-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation

Enter “**Defective Merchandise/Transportation Breakage/Shortage**” in the Box below for credit.

You can “**Save and Finish Later**” by clicking on the button and coming back later to finish completing the “Credit Request”, Click “**Submit**”.

Taxpayer Access Point



Montana Department of Revenue

MenuLog Off

Home

Back

Help


TASToggle Log

RunDate: 10-Feb-2014

Last Request: 15ms

SubmitSave and finish laterCancel

CREDIT FOR DEFECTS, BREAK, SHORTAGE



MONTANA
DEF-LIQ
Rev 01 11

Liquor Credit Form
for Defective Merchandise/Transportation Breakage/Shortage

Store NumberCityDate10-Feb-2014


Signature

Required

Instructions

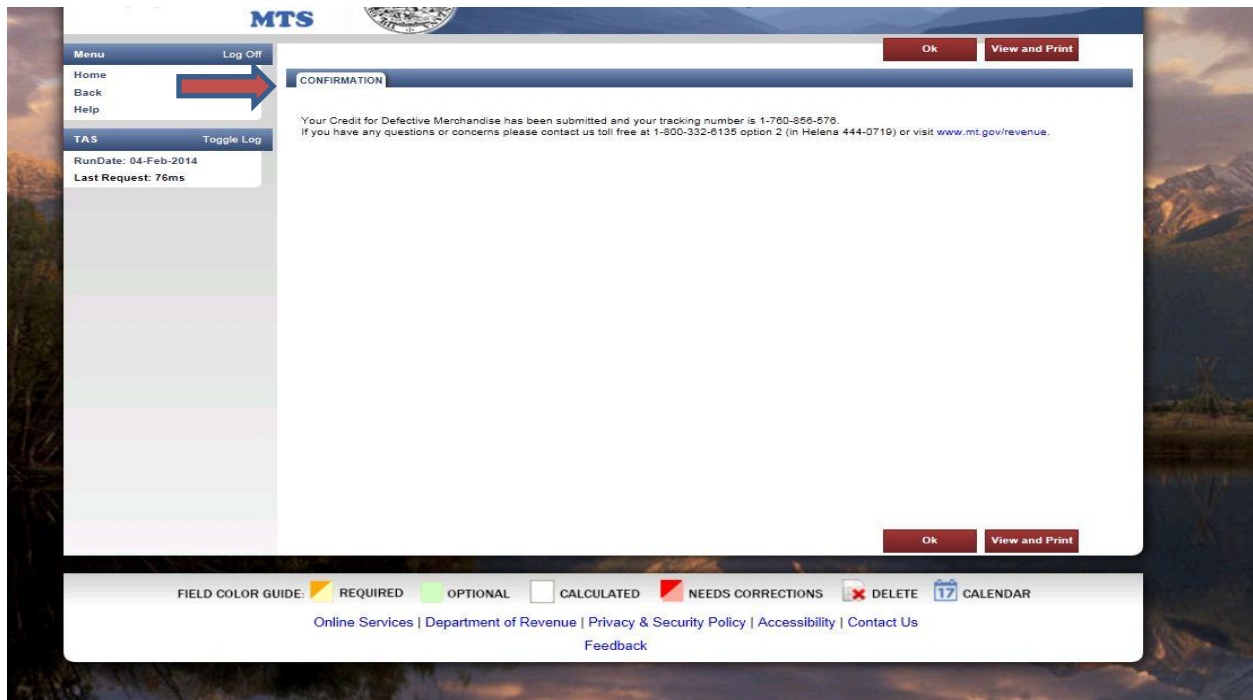
Total Quantity (Units)

1 - 1 of 1Show Errors

	Invoice #	NABCA Number	Item Description	Quantity(Units)	Adjustment Code
	0	505-097584-75	paul masson madiera	2	902

SubmitSave and finish laterCancel

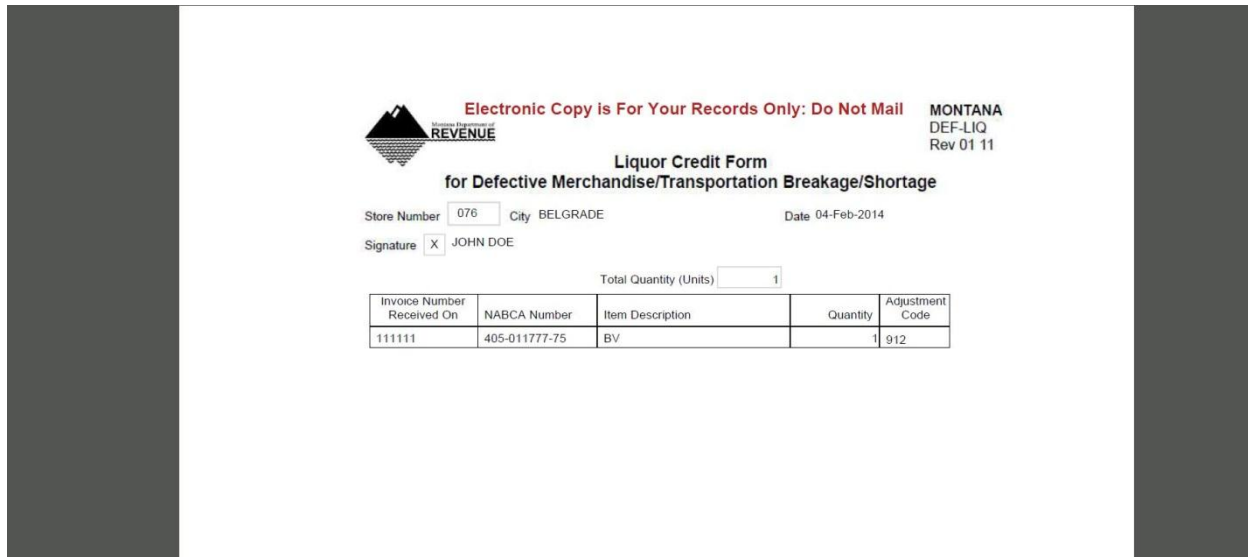
After you have filled out the Credit Request, Click “**Submit**” and you will get the below “**Confirmation**”.

The screenshot shows the MTS (Montana Tax System) Confirmation screen. The header includes the MTS logo and a navigation menu with links for Home, Back, and Help. A red arrow points to the 'Submit' button in the menu. The main content area displays a confirmation message: 'Your Credit for Defective Merchandise has been submitted and your tracking number is 1-760-856-576. If you have any questions or concerns please contact us toll free at 1-800-332-6135 option 2 (in Helena 444-0719) or visit www.mt.gov/revenue.' The footer contains a field color guide, a 'Feedback' link, and a 'CALENDAR' icon. The page is framed by a scenic image of a mountain landscape.

After selecting “**Submit**” you will see this screen. You can either click “**Ok**” or “**View and Print**”.

After selecting “**View and Print**” you can print the credit form from here.

If you select “Ok” it will take to you out of the program.



Electronic Copy is For Your Records Only: Do Not Mail

MONTANA
DEF-LIQ
Rev 01 11

**Liquor Credit Form
for Defective Merchandise/Transportation Breakage/Shortage**

Store Number City BELGRADE Date 04-Feb-2014

Signature ☒ JOHN DOE

Total Quantity (Units)

Invoice Number Received On	NABCA Number	Item Description	Quantity	Adjustment Code
111111	405-011777-75	BV	1	912

Click “Home” to go to the “**Accounts ID**” page



Home Back Help

TAS Toggle Log

RunDate: 04-Feb-2014
Last Request: 650ms

View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment

Account ID: 003-LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Amount Price	Invoice/Coupon	Order Adjustments	Order Confirmation
213582	Change Order	12-Feb-2014	31-Jan-9999	NEW					
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213384	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213265	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213183	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213156	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213091	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213083	Order Details	18-Dec-2013	23-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213051	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212995	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212894	Order Details	18-Dec-2013	19-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212881	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212781	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212667	Order Details	04-Dec-2013	04-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212565	Order Details	27-Nov-2013	27-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation
212487	Order Details	20-Nov-2013	20-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation

Once you get to the “**Accounts ID**” page, Click “**Requests**” and you will see the request as “**Pending**”.

Taxpayer Account Unit Montana Department of Revenue

Menu Log Off

Home
Search
Help

T&D Register Log

Run Date: 04 Feb 2014
Last Request: 05/04/2014

View My Profile
Add Access to Another Account

ACCOUNTS **REQUESTS** **WEB MESSAGING** **LETTERS**

WAITING TO BE PROCESSED **SEARCH**

REQUESTS WAITING TO BE PROCESSED

Submitted	Account	Period	Time	Request Status	Tracking #
1		1	0	Pending...	1-705-655-676

FIELD COLOR GUIDE REQUIRED OPTIONAL CALCULATED NEEDS CORRECTIONS DELETE CALENDAR

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